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Minimum Qualification Specifications
for the Class:

PUBLIC UTILITIES COMMISSION DISTRICT REPRESENTATIVE
(PUC DISTRICT REPRESENTATIVE)

Basic Education/Experience Requirement

Graduation from an accredited four (4) year college or university with a bachelor's degree.

Excess work experience as described under the Specialized Experience, below, or any other responsible administrative, professional or analytical work experience that provided knowledge, skills and abilities comparable to those acquired in four (4) years of successful study while completing a college or university curriculum leading to a baccalaureate degree may be substituted on a year-for-year basis. To be acceptable, the experience must have been of such scope, level and quality as to assure the possession of comparable knowledge, skills and abilities.

The education or experience background must also demonstrate the ability to write clear and comprehensive reports and other documents; read and interpret complex written material; and solve complex problems logically and systematically.

Experience Requirements

Applicants must have had progressively responsible experience of the kind, quality and quantity described in the following paragraphs, or any equivalent combination of training and experience.

General Experience: Two and one-half (2-1/2) years of progressively responsible professional work experience which demonstrated a high degree of analytical skill involving the ability to collect, analyze and evaluate facts; identify problems and alternative solutions and their advantages and disadvantages and develop logical recommendations for a course of action; and the ability to read, comprehend and interpret complex material such as State statutes and/or Federal regulations and draft comprehensive reports of findings and conclusions. The experience must also have involved narrative report writing and demonstrated the ability to deal effectively with others.

In addition, either concurrently or separately, one (1) year of responsible professional work experience which involved significant public contact and demonstrated the ability to establish and maintain good working relationships with others.

Substitutions Allowed

A master's degree or successful completion of thirty (30) graduate semester credit hours from an accredited college or university may be substituted for one (1) year of General Experience.

Quality of Experience

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

License Required

Applicants must possess a valid license to drive in the State of Hawaii.

Selective Certification

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests

Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements

Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

This is an amendment to the minimum qualification specifications for the class
PUBLIC UTILITIES COMMISSION DISTRICT REPRESENTATIVE (PUC DISTRICT
REPRESENTATIVE) which were approved on February 21, 1992.

Date Approved: 10/21/14

Barbara A. Krieg
for BARBARA A. KRIEG, Director
Department of Human Resources Development